

MENOMINEE TRIBAL ENTERPRISES



GENERAL OFFICE & FORESTRY CENTER: P.O. BOX 10 • NEOPIT, WI 54150
PHONE 715/756-2311 • LBR. SALES: 715/756-2287 • FAX: 715/756-2386



2nd Posting

OPEN TO THE GENERAL PUBLIC

NOTE: *Selection process is in accordance with Chapter 170, as amended.*

Posting Closes:	Until Filled		
Job Title:	Applications Analyst	Status:	Regular Full-time
Supervisor:	MIS Manager	Salary:	\$45,000 - \$50,000

SCOPE OF WORK:

This position shall be responsible for evaluating, analyzing, planning, and implementing the testing and installation of new or enhanced hardware and software for networked computers. Employee shall evaluate, develop, and implement client-training systems in the use of hardware, software, and network products. Configures software interfaces for microcomputers to solve business problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Knowledge of VB.NET Programming for Windows Desktop and Windows CE Platforms.
2. Knowledge of Microsoft products, ODBC, communication packages, PC hardware, PC software, and the Internet.
3. Knowledge of web design and layout.
4. Knowledge of customizing existing programs or creating new programs to meet project requirements.
5. Knowledge of developing and utilizing a test plan to test programs.
6. Knowledge in developing solutions to business problems for users in various software packages.
7. Knowledge of SQL Development duties to include: Collect and document user's requirements. Create new, and tune existing complex rational queries and stored procedures for optimal performance. Design and develop database architecture for information systems projects.
8. Skills in documenting and maintaining application requirements and technical specifications.
9. Skills in configuring software interfaces for microcomputers to solve business problems.
10. Ability to communicate in a professional manner to maintain effective relationships with employees and others.
11. Ability to work flexible schedules due to IT problems.
12. Ability to assist MIS staff and Manager with priority projects to keep systems active.
13. Ability to install, configure and support, software on clients PC.
14. Ability to develop and maintain desktop user's manual.
15. Ability to work with appropriate departments to implement custom programs at customer site.
16. Ability to provide technical assistance, support, and training in the use of networked PC application software and hardware for new and existing clients.
17. Ability to actively track status of projects against due dates and communicates achieved objective(s) with Manager.
18. Ability to generate draft quotes for custom projects and write requirement documentation.
19. Must be able to lift up to 60 lbs. with assistance.
20. Must perform other duties as assigned by supervisor.

WORKING CONDITIONS:

Works in fast-paced environment with quick turnaround requests. Required to wear the necessary safety protection when in applicable areas.

QUALIFICATIONS & REQUIREMENTS:

1. At a minimum; must possess an Associate's Degree in computer science or related area **and** three years' experience in computer programming or related position.
2. Six months IT experience in a manufacturing environment is preferred.
3. Must have working knowledge in VB.NET.
4. Must possess a valid Wisconsin Driver's License and be insurable to MTE standards.

APPLICATION PROCESS:

1. Complete application **and** resume
2. Copy of diploma or equivalent
3. Copy of college transcripts
4. Copy of valid Wisconsin Driver's License
5. Copy of Tribal Enrollment
6. Honorable or general military discharge paperwork
7. Menominee language abilities (proof: i.e.; certificates, high school/college transcripts)
8. Must provide the names, addresses and phone numbers of three references; two professional and one personal who you have known at least 3 years. (Previous employers do not count.)

Note: It is not the responsibility of MTE to notify you of incomplete applications.

SUBMIT APPLICATIONS TO:

Twila Peters, Human Resource Director,
Menominee Tribal Enterprises, PO Box 10, Neopit, WI 54150,
Email: twilap@mtewood.com
Fax: 715-756-2319
Call: 715-756-2311 ext. 1137/1168/1135

*Applicant must successfully pass a pre-employment drug & alcohol screening and background check.